

5 March 1969

MEMORANDUM FOR THE RECORD

Morning Meeting of 5 March 1969

The Director was attending an NSC meeting. Executive Director was in the chair.

DD/I reported that OCI has taken the necessary steps to service Secretary Laird and General Wheeler during the course of their trip to Saigon.

[] reported that COMSEC (Communications Security Board) will be meeting in the near future and will probably vote uniformly in favor of an item which the Director had opposed some time ago. He suggested that it might be politically wise for the Director to go along with the majority. However, after some discussion the Executive Director asked [] to discuss this situation with the Director, since there is no apparent reason why the Director should reverse his earlier judgment.

ADD/S reported that sand will be delivered to the garage area today in connection with completing work on new showers.

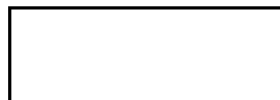
Carver explained why he is not accompanying Secretary Laird to Saigon.

Carver reported that Vietnam is quiet except for the attempted assassination of Prime Minister Tan Van Huong.

Maury reported that he has not yet been able to get a firm commitment from Senator Baker to attend a dinner tomorrow night at the Headquarters building. He noted that Senator Baker was to have suggested the names of other senatorial attendees, and the Executive Director alerted the Deputy Directors to the possibility that they might be required to eat in tomorrow night.

Executive Director briefed on the background to arrangements for the President's visit on Friday. ADD/S briefed the group on the

detailed arrangements and distributed three handouts: Program of Events, Ticket Allocation, and Instruction Sheet. Executive Director emphasized that persons who are to view the visit in the lobby and outside the main entrance must be in place by 3:05 p.m., that attendees in the auditorium must be seated by 3:15 p.m., and that those scheduled to meet the President in the Conference Room must be in place by 3:05 p.m.



L. K. White

25X1

PROGRAM OF EVENTS

- 3:00 p.m. President and party depart White House via helicopter.
- 3:10¹⁵ p.m. President and party met at landing pad by Mr. Helms and Colonel White.
- Designated senior officials assemble in Director's Conference Room.
- 3:15²⁰ p.m. President and party, accompanied by Mr. Helms and Colonel White, arrive at main entrance.
- Move through lobby to private elevator and proceed to Director's suite.
- 3:20²⁵ p.m. The Director and the President proceed around the Conference Room so that each official is presented to the President.
- The President then speaks to the senior officials.
- 3:30³⁵ p.m. President and Mr. Helms with other members of party, accompanied by Colonel White, proceed to auditorium using private elevator to first floor, walking through lobby, outside across entrance area to auditorium door.
- Senior officials move from Conference Room to auditorium via northeast elevator bank and tunnel.
- They will be seated in the last two rows of the center section.
- 3:35⁴⁰ p.m. Director's Introductory Remarks
- President's Remarks
- 3:50⁵⁵ p.m. President and party return to automobiles which positioned at auditorium curbside. Proceed to helicopter pad.
- 4:00⁵⁵ p.m. President and party depart.

TICKET ALLOCATION

Office of the Director

Reserved	28	Salmon
General Seating	9	Blue

Support Services

Reserved	32	Salmon
General Seating	90	Blue

Clandestine Services

Reserved	50	Salmon
General Seating	105	Blue

Directorate of Intelligence

Reserved	32	Salmon
General Seating	61	Blue

Directorate of Science and Technology

Reserved	20	Salmon
General Seating	26	Blue

Other Seating

Press members	10 (plus 6 at press desk)	
O/Personnel	3	
Secret Service	3	
White House Party		
& Colonel White	9	
O/Security		
Technician	1	
Senior Officers	20	

INSTRUCTION SHEET

The following information and restrictions must be relayed to all persons attending the ceremony for the President on Friday, 7 March.

1. Since the auditorium is limited in capacity, provisions have been made for a public address system in the area of the quadrangle, main entrance, and auditorium entrance. All employees who can be spared are invited to be there and should be in place by 3:05 p. m.
2. Persons coming to Headquarters from Rosslyn or other buildings will not be allowed to park in the front Visitors Lot. Parking will be allowed in West Lot only.
3. Employees will not be allowed to have cameras -- either inside the auditorium or outside.
4. Public press photographers will be in the lobby of the main building and outside of the entrance to the auditorium and main building. Persons under cover are cautioned not to attend if public recognition would jeopardize their status. Also, all employees must be reminded to remove their badges when they leave the building or the auditorium. Badges should not be apparent in any public photographs.
5. No one will be admitted to the auditorium without a ticket.
6. All persons receiving a ticket must be seated in the proper section (reserved section - salmon ticket or unreserved section - blue ticket). No one will be allowed to stand during the ceremony. The auditorium is to be entered by the tunnel entrance and attendees must be seated by 3:15 p. m. at which time the doors will be closed.
7. For ticket holders coming from the Rosslyn complex, special charter buses will be leaving for Headquarters from the Magazine Building at 2:30 p. m. They will return to Magazine Building immediately after the ceremony. Buses will unload and reload at the shuttle bus platform.
8. Individuals attending the ceremony in the auditorium will remain in the auditorium until the President departs.